

**STATE OF LOUISIANA
DEPARTMENT OF CIVIL SERVICE
BATON ROUGE, LA.**

January 12, 2009

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**STATE PERSONNEL MANUAL
TRANSMITTAL SHEET
NO. 450**

To: HEADS OF STATE AGENCIES AND PERSONNEL OFFICERS

Subject: Changes to the Pay Plan

Issue Date: January 12, 2009

Attached are the changes to the Job Specification Index (Pay Plan) made since Transmittal Sheet 447. Changes are effective December 19, 2008. If there are any questions concerning the subject matter of this Transmittal Sheet, please contact Marianne Covington at (225) 342-8083.

Sincerely,

s/Anne S. Soileau
Director

PAY GRADE CHANGES TO THE PAY PLAN

JOB CODE	JOB TITLE	FROM SCHED	FROM LEVEL	TO SCHED	TO LEVEL
145750	GROUP BENEFITS CLAIMS ADJUSTER 1	A	608	A	609
145760	GROUP BENEFITS CLAIMS ADJUSTER 2	A	609	A	610
165340	GROUP BENEFITS CLAIMS SERVICES DIRECTOR	A	621	A	622
165350	GROUP BENEFITS CLAIMS SERVICES MANAGER	A	619	A	620
165380	GROUP BENEFITS SPECIALIST SUPERVISOR 1	A	615	A	616
165390	GROUP BENEFITS SPECIALIST SUPERVISOR 2	A	616	A	618
165370	GROUP BENEFITS SPECIALIST 2	A	612	A	614

NEW JOBS ADDED TO THE PAY PLAN

JOB CODE	JOB TITLE	PAY SCHED	PAY LEVEL	MIN SAL	MAX SAL
172050	ENVIRONMENTAL SCIENTIST 4	T	312	39,166	77,958
171730	GROUP BENEFITS ADMINISTRATOR	A	624	58,261	122,595
171610	GROUP BENEFITS ANALYST 2	A	612	25,854	54,434

JOB TITLE CHANGES

JOB CODE	JOB TITLE
145750	FROM: GROUP BENEFITS CLAIMS ADJUSTER 1
	TO: GROUP BENEFITS ADJUSTER 1
145760	FROM: GROUP BENEFITS CLAIMS ADJUSTER 2
	TO: GROUP BENEFITS ADJUSTER 2
165340	FROM: GROUP BENEFITS CLAIMS SERVICES DIRECTOR
	TO: GROUP BENEFITS DIRECTOR
165350	FROM: GROUP BENEFITS CLAIMS SERVICES MANAGER
	TO: GROUP BENEFITS MANAGER
165380	FROM: GROUP BENEFITS SPECIALIST SUPERVISOR 1
	TO: GROUP BENEFITS SUPERVISOR

165390	FROM: GROUP BENEFITS SPECIALIST SUPERVISOR 2
	TO: GROUP BENEFITS ASSISTANT MANAGER
165360	FROM: GROUP BENEFITS SPECIALIST 1
	TO: GROUP BENEFITS ANALYST 1
165370	FROM: GROUP BENEFITS SPECIALIST 2
	TO: GROUP BENEFITS ANALYST 3

MISCELLANEOUS PAY PLAN CHANGES

JOB CODE	JOB TITLE	FROM OCC GROUP	TO OCC GROUP	FROM CAREER FIELD	TO CAREER FIELD	FROM EEO CAT	TO EEO CAT
164060	DEPUTY STATE FIRE MARSHAL ASSISTANT SUPERVISOR--FIRE AND SAFETY	F5	F5	6504	6504	PR	PS
142170	DEPUTY STATE FIRE MARSHAL SUPERVISOR--ARSON	F5	F5	6504	6504	PR	PS
142210	DEPUTY STATE FIRE MARSHAL 1--ARSON	F5	F5	6504	6504	PR	PS
142030	DEPUTY STATE FIRE MARSHAL 2--ARSON	F5	F5	6504	6504	PR	PS
167330	DEPUTY STATE FIRE MARSHAL 3--ARSON	F5	F5	6504	6504	PR	PS
163520	INFORMATION TECHNOLOGY STATEWIDE PROJECT LEADER	C5	C5	3501	3501	OA	PR
111360	PODIATRIST	E2	E2	9999	9215	PR	PR
169120	YOUTH CARE WORKER 1	E2	E2	9999	9214	PR	PR
169130	YOUTH CARE WORKER 2	E2	E2	9999	9214	PR	PR
169140	YOUTH CARE WORKER 3	E2	E2	9999	9214	PR	PR
169150	YOUTH CARE WORKER 4	E2	E2	9999	9214	PR	PR

MANDATORY SUPERVISORY GROUP CHANGES

JOB CODE	JOB TITLE	FROM SUPV GROUP	TO SUPV GROUP
163520	INFORMATION TECHNOLOGY STATEWIDE PROJECT LEADER	2	1
163510	INFORMATION TECHNOLOGY STATEWIDE PROJECT OFFICER	1	0

JOBS ABOLISHED FROM THE PAY PLAN

JOB CODE	JOB TITLE
156990	ADMINISTRATIVE DIRECTOR 5
156900	ADMINISTRATIVE MANAGER 1
101980	ADMINISTRATIVE SECRETARY
158570	AUDIT DIRECTOR
152070	CORRECTIONS SOCIAL SERVICES COUNSELOR 1
152080	CORRECTIONS SOCIAL SERVICES COUNSELOR 2
150090	ENVIRONMENTAL QUALITY DIVISION ADMINISTRATOR 2
116600	FINANCIAL INSTITUTIONS CHIEF EXAMINER
150570	FINANCIAL INSTITUTIONS DEPUTY CHIEF EXAMINER
113070	HISTORIC SITE MANAGER 1
113090	HISTORIC SITE MANAGER 2
113110	HISTORIC SITE MANAGER 3
165800	HISTORIC SITE MANAGER 4
151460	INSURANCE COMMISSION ASSISTANT CHIEF EXAMINER
165700	INVESTIGATOR ADMINISTRATIVE
121550	MENTAL HEALTH CENTER MANAGER 3
164030	MENTAL HEALTH EXECUTIVE DIRECTOR
123940	MOTOR VEHICLE COMMISSION INVESTIGATOR 1
124980	MOTOR VEHICLE COMMISSION INVESTIGATOR 2
166920	OAD EXECUTIVE DIRECTOR
168380	OCDD EXECUTIVE DIRECTOR
115820	PARK MANAGER TRAINEE
169000	PHARMACIST 6--B
103600	PRINTING COMPOSITION SUPERVISOR
103730	PRINTING OFFSET PREPARATION SUPERVISOR
103770	PRINTING PRESS OPERATION SUPERVISOR
118500	RADIOLOGY ASSISTANT MANAGER 1
115710	RECREATION AREA MANAGER 1
115280	RECREATION AREA MANAGER 3
102030	SECRETARY 2
106980	SOCIAL SERVICES COUNSELOR--OMR/DD
107040	SOCIAL SERVICES PROGRAM COORDINATOR MENTAL HEALTH
152390	SPECIAL INVESTIGATOR
133080	STATE POLICE COMMUNICATIONS SPECIALIST 1
133090	STATE POLICE COMMUNICATIONS SPECIALIST 2
133100	STATE POLICE COMMUNICATIONS SUPERVISOR 1
133110	STATE POLICE COMMUNICATIONS SUPERVISOR 2

133120	STATE POLICE COMMUNICATIONS SUPERVISOR 3
153950	TYPIST CLERK 3
149640	UNIVERSITY ADMINISTRATIVE SPECIALIST 1
149660	UNIVERSITY ADMINISTRATIVE SPECIALIST 3
121900	UNIVERSITY ADMISSIONS/RECORDS TECHNICIAN
149930	WILDLIFE AND FISHERIES COMMUNICATIONS OFFICER 1
149940	WILDLIFE AND FISHERIES COMMUNICATIONS OFFICER 2
149950	WILDLIFE AND FISHERIES COMMUNICATIONS SUPERVISOR